

CALL FOR INTERNS

***** Deadline to submit applications: 15 August 2007 *****

Position title (specific); position reports to:

- Arizona Commission on the Arts Communications Intern: Chris Burawa, Literature Director & Communications Director, Stacey Wong, Public Relations Coordinator
- Arizona Commission on the Arts State and Local Partnerships Intern: Mitch Menchaca, Director of State and Local Partnerships

Number of hours per week; schedule: 5-12 (to be identified at the time of posting); weekly schedule to be determined by intern and supervisor.

Dates of service: September 2007 through December 2007 (with the possibility to continue). Positions may be renewed or reposted.

Location: ACA offices at 417 West Roosevelt; Phoenix, AZ 85003

Position description (general):

The Arizona Commission on the Arts (ACA) is an agency of the Arizona State Government whose mission is to create an Arizona where people broaden, deepen and diversify their engagement with the arts - as creators, audiences and supporters - in ways that are satisfying and integral to their lives.

The ACA Internship Program provides emerging leaders in the arts with the opportunity to investigate and participate in the operations of a state arts agency. Through a combination of learning experiences, work projects, and group collaborations, interns become integral members of our team. Interns are expected to participate in daily activities, contribute skills and ideas, and produce excellent work, all the while preparing to become the next generation of arts, nonprofit, and cultural leaders.

ACA internships are unpaid. Program benefits may include personal career mentoring from/by ACA staff. You may also be eligible for university credit for your ACA internship (course/credit must be identified and arranged by intern with counsel from his/her university advisor).

Qualifications:

ACA interns must...

- ...be undergraduate students, graduate students, or college graduates
- ...have experience/interest in (Arts Learning, Local Arts Development, Performing Arts, Visual Arts, Literature), arts administration, public relations, and/or cultural policy
- ...possess exemplary verbal and written communication skills
- ...possess strong organizational skills and the ability to prioritize and manage concurrent projects
- ...possess the ability to work independently as well as in a team environment

Preferred qualities:

ACA interns should be...

- ...assertive and resourceful self-starters, able to problem-solve and to fully engage in projects/tasks
- ...comfortable using or willing to learn to use Microsoft Office products: Excel, Access, Outlook, Word, FrontPage
- ...comfortable working with or willing to learn to work with complex databases
- ...comfortable updating or willing to learn to update information on the ACA website

Arizona Commission on the Arts Internship Opportunities – July 2007

Specific duties and responsibilities:

- ACA Communications Intern:
 - Assist with website updates
 - Work with Communications Director to compile a statewide media database
 - Assist with writing and production of press releases
 - Complete research projects as assigned
 - Assist with Commission conferences and media events
- ACA State and Local Partnerships Intern:
 - Work with the Director of State and Local Partnerships to create ongoing resources for local arts agencies
 - Assist with grants process and review for programs serving organizations including panel selection, notification and return of support materials.
 - Assist with the creation and maintenance of a state museum database
 - Assist the Program Associate and Quick Turnaround Grants Coordinator
 - Coordinate Emerging Leaders AZ logistics
 - Coordinate Festival Presenters logistics
 - Complete research projects as assigned, including updating and maintaining various databases

If you are interested, please submit the following via email or mail by **15 August 2007:**

- A *one page* letter of inquiry, speaking to coursework, experience, or special interests related to the posted position
- A resume or CV
- A list of at least three professional/academic references (contact info only: names, titles, phone numbers, email addresses; letters of reference not required)

Email your materials to:

info@azarts.gov with a subject line that pertains to your application: **ACA Communications Intern OR ACA State and Local Partnerships Intern.**

OR mail your materials to:

Arizona Commission on the Arts
Attention: ACA Communications Intern OR ACA State and Local Partnerships Intern.
417 West Roosevelt
Phoenix, AZ 85003-1326